



Emergency Award Fund

General Criteria

Purpose

Provide immediate, short-term financial support to individuals facing unexpected hardship that could disrupt their stability, ability to continue work/school, or meet essential needs.

1. Eligibility

- Must be a currently enrolled student.
 - Credit: 6+ Credit Hours
 - Non-Credit: Enrolled & Actively Attending a Certificate Course
- May receive the award **one time only** (no repeat funding within the individual's affiliation period).
- Must demonstrate an **urgent, unforeseen financial need** (not due to routine expenses or mismanagement).

2. Award Guidelines

- **Maximum Award:** Up to **\$500** per applicant.
- Awards are distributed **based on available funding** and level of demonstrated need.
- Funds are intended to **bridge an immediate gap**, not provide ongoing support.
- Award recipients must sign an agreement outlining the approved use of funds and affirming their commitment to remain enrolled for the remainder of the award semester.

3. Qualifying Situations (*examples – must directly impact ability to remain enrolled/working*)

- Unexpected **medical expenses** not fully covered by insurance.
- **Housing emergencies**, such as eviction prevention, unsafe living conditions, or urgent temporary relocation. (The Foundation will obtain written confirmation from the housing or rental company that they will accept the funds and delay the eviction process. Once this process is carried out, Foundation funds cannot be used for housing.)
- **Utilities disconnection** or urgent repair (electricity, water, gas).
- **Transportation crisis** – car repair or essential travel costs that directly affect ability to work or attend class.
- **Natural disaster or accident** (fire, flood, storm damage, theft).
- **Death of an immediate family member** requiring urgent travel or funeral expenses.

4. Non-Qualifying Situations (*examples*)

- Tuition, fees, books (covered by other designated funds).
- Regular monthly bills (rent, phone, subscription, childcare).
- Legal fees, fines, tickets.
- Luxury or non-essential items.

5. Required Documentation

- Brief written statement explaining the emergency and its impact.
- Supporting documentation (e.g., bill, invoice, medical note, repair estimate, eviction notice). The applicant must provide a bill with the applicant's name on it as proof of address. (Funding must directly impact or support a bill that is in the applicant's name – or if they are a dependent, their parent or guardian.)
- Proof of enrollment/employment/affiliation.

6. Review & Decision

- Applications are reviewed by a designated **Emergency Fund Committee** (or single administrator).
- Awards are **evaluated on urgency, severity, and impact** on the applicant's stability.
- Decision communicated within **3–5 business days** of submission.

7. Award Process

- Payment made **directly to vendor/service provider** whenever possible (e.g., landlord, utility, auto shop).
- Award decision is **final** and not subject to appeal.

Scoring Criteria for Emergency Fund (Committee Use Only)

Criteria	Points Available	Points Awarded
Meets eligibility requirements, including enrollment or affiliation requirements	0-5	
Financial need	0-10	
Urgency or impact of award on recipient's success	0-10	
Quality & completeness of application	0-10	
Total	0-35	

Scoring Guidance

- **30–35 points:** Highest priority for funding.
- **20–29 points:** Strong candidate – consider if funds remain after highest priority cases.
- **Below 20 points:** Lower priority – may not qualify unless surplus funds exist.

Award Determination

- **Scholarship Name:** _____
- **Award Amount Requested:** \$ _____
- **Award Amount Approved:** \$ _____
- **Decision:** ☐ Approved ☐ Denied ☐ Partial
- **Committee Notes:** _____

Signatures

- **Reviewed By:** _____ **Date:** _____
- **Approved By:** _____ **Date:** _____